

## Saving Your Report

To save a report, click the **“Save”** button at the bottom of each section and the very bottom of the report below Errors and Warnings and General Comments. It is recommended to click on **“Save”** after you complete each section to ensure data entered in the section is saved.

**Section 1 - General Information**[Instructions](#)[Glossary](#)

1.	Facility Name:	
2.	OSHPD ID Number:	
3.	Street Address:	
4.	City:	
5.	Zip:	
6.	Facility Phone No.:	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
7.	Administrator Name:	<input type="text"/>
8.	Administrator E-mail Addr:	<input type="text"/>
9.	Was this hospital in operation at any time during the year?:	Select Yes or No <input type="button" value="v"/>
10.	Operation Open From:	<input type="text" value="1/1/2016"/>
11.	Operation Open To:	<input type="text" value="12/31/2016"/>
12.	Name of Parent Corporation:	<input type="text"/>
13.	Corporate Business Address:	<input type="text"/> <input type="text"/>
14.	City:	<input type="text"/>
15.	State:	Select State <input type="button" value="v"/>
16.	Zip:	<input type="text"/> - <input type="text"/>
17.	Person Completing Report:	
18.	Report Preparer's Phone No.:	
19.	Fax No.:	
20.	E-mail Address:	
30.	Submitted by:	
31.	Submitted Date and Time:	

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Save

Calc

Validate Section 1

Cancel

## General Comments:

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**"In-Process" Annual Utilization Reports are deleted after 60 days with no activity.  
Please submit (or re-save) your report.**

## Errors and Warnings

Save

Calc

Validate & Save

Submit

Close

Delete